

# Administrative Review Report

Adeline Montessori School Inc

## Commendations:

**From the Public Health Nutritionist:** Thank you to all the staff at Collective Montessori for the warm welcome and cooperation during the Administrative Review (AR). All daily and weekly breakfast and lunch meal pattern components and quantity requirements were met for the week of review, and you offered a great variety of food to your students! Thank you to the Food Service Director (FSD) for being available during the on-site portion of the AR, and for being so receptive to all technical assistance provided. The FSD is well versed in meal pattern requirements, offer versus serve (OVS), and has a very positive impact on the students at Collective Montessori. Thank you for serving healthy, nutritious meals to your students!

## From the Nutrition Program Consultant:

Our sincere thanks to the Food Service Director and staff at Collective Montessori. We appreciate the time and effort spent preparing for and participating in the administrative review process. Thank you for your availability during the on-site portion of the review, gathering requested documentation and answering all of our questions. Thank you for being receptive to feedback. The Food Service Director is doing an excellent job interacting with students, making sure they are taking a reimbursable meal and encouraging them to try new foods. Thank you both for all of your work to feed the students nutritious meals!

## Recommendations:

Every summer, the School Nutrition Team (SNT) hosts School Nutrition Summer Training both in-person at several locations around the state and virtually through live, instructor-led online courses. Please see our School Nutrition Summer Training webpage to learn more (<https://dpi.wi.gov/school-nutrition/training/school-nutrition-summer-training>).

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## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
<b>Question #</b>	700	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 11/26/2024 10:30 AM</p>	<p><b>Finding:</b> On the 23-24 SY Annual Financial Report, all of the revenues and expenses were not reported to include all monthly federal reimbursements, USDA Foods entitlement, Commodity Handling charges and LFS grant money (7 CFR 210.19).</p> <p><b>Corrective Action:</b> Update the 23-24 SY Annual Financial Report in Online Services to include the revenues and expenses listed above. Submit a statement when this has been completed.</p>
<b>Site Name</b>		
<b>Form Name</b>	Meal Counting and Claiming (314 - 316)	
<b>Question #</b>	316	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 11/26/2024 08:25 AM</p>	<p><b>Finding:</b> October 2024 School Breakfast claim resulted in an overclaim by three meals.</p> <p><b>Corrective Action:</b> When submitting the monthly claims, double check the numbers with assistance from another coworker, prior to submitting the claims. Submit a statement of how you intend to ensure accurate meal counts are reported to DPI for the monthly claims.</p>
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (809 - 810)	
<b>Question #</b>	810	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 11/25/2024 11:31 AM</p>	<p><b>Finding:</b> The correct non-discrimination statement was included on all program materials, but not the same font and size as the rest of the content on the monthly breakfast and lunch menus.</p> <p><b>Corrective Action:</b> Update the breakfast and lunch menus going forward to include the non-discrimination statement in the same font and size as the rest of the content on the lunch and breakfast menus. In SNACS, upload a copy of the menus updated.</p>
<b>Site Name</b>		
<b>Form Name</b>	Food Safety & Buy American (1400 - 1403)	
<b>Question #</b>	1403	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	

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<b>Corrective Action History</b>	<p>Flagged Kaiten Morgan-MacEwen 11/25/2024 02:42 PM</p>	<p><b>Finding:</b> SFA is not maintaining documentation for non-domestic products served in the school meal programs.</p> <p>Per 7 CFR 210.21(d) , SFAs must purchase, to the maximum extent practicable, domestic commodities or products. When purchasing a non-domestic item, SFAs must maintain documentation demonstrating the exception, except when the item purchased is found on the FAR at 48 CFR 25.104 when using an exception under paragraph (d)(5)(i) .</p> <p>The following products were identified at the MCFI kitchen storage area as non-domestic and not documented:</p> <ul style="list-style-type: none"> <li>·Dole Tropical Fruit Cup (Thailand)</li> <li>·Dole Fruit Wiggles - Orange (Thailand)</li> <li>·Ridge Crest Frozen Fajita Vegetable Blend (China)</li> </ul> <p><b>Corrective Action:</b> Complete and submit a Noncompliant Product List Form for the non-domestic products listed above.</p> <p>WI DPI non-compliant product list templates can be used to fulfill this requirement. <a href="https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american#:~:text=non%2Ddomestic%20product.-,Tracking%20Tools%C2%A0,-Noncompliant%20Product%20List">https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american#:~:text=non%2Ddomestic%20product.-,Tracking%20Tools%C2%A0,-Noncompliant%20Product%20List</a></p>
<b>Site Name</b>	Collective Montessori School	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	433	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 12/03/2024 08:38 AM</p>	<p><b>Finding:</b> Unacceptable crediting documentation- The Product Formulation Statement (PFS) for the Ada Valley Meat Co. Cooked Beef Crumbles listed a creditable ingredient that did not match an exact entry in the Food Buying Guide. Use the Tips for Accepting Processed Product Documentation for more information ( <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/tipsheet_processedproduct.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/tipsheet_processedproduct.pdf</a> ).</p> <p>PFS templates can be found at the bottom of the USDA CN Labeling webpage ( <a href="https://www.fns.usda.gov/cnlabeling/food-manufacturersindustry">https://www.fns.usda.gov/cnlabeling/food-manufacturersindustry</a> ).</p> <p>The cooked beef crumbles were included in the chili recipe, served on Wednesday, October 9, 2024 during the week of review. It was discussed with the FSD and MCFI that without an acceptable crediting document, the beef crumbles in the chili may not contribute towards the meat/meat alternate component. Since the chili recipe also included pinto beans, and was served with cheddar cheese, one serving still provided 1.5 oz eq M/MA and did not result in a daily or weekly component shortage. Once an acceptable crediting document is obtained from the manufacturer, or if MCFI choses to use a different beef crumble product, the standardized recipe for the chili should be updated to accurately reflect the meal component contribution.</p> <p><b>Corrective Action:</b> Upload an updated Product Formulation Statement for the cooked beef crumbles that includes an accurate description of the creditable ingredient per the Food Buying Guide, along with the Food Buying Guide yield. If a different beef crumble product will be used going forward in the chili recipe, upload the crediting documentation for the new product.</p>

## Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
11/25/2024	5297	1403	Administrative Review	ALL	FSD			
<b>Comments</b>								
							<b>Created By</b>	<b>Created Date</b>

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Buy American: Per 7 CFR 210.21(d), SFAs are required to purchase domestic commodities or products to the maximum extent practicable. If a non-domestic item is purchased, SFAs must maintain documentation justifying the exception. A "Domestic Commodity or Product" is an agricultural commodity or product that is produced or processed in the United States using substantial (more than 51 percent) agricultural commodities that are produced in the United States (including Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands). When using non-domestic products, the following information must be recorded on the Buy American Non-Compliant Product List: date, product name, country of origin, and reason for the exception (e.g., cost analysis, seasonality, availability, substitution, distribution, or other). A suggested Buy American - Non Compliant Product List template can be found on the Buy American webpage ( <a href="https://dpi.wi.gov/school-nutrition/procurement/buy-american">https://dpi.wi.gov/school-nutrition/procurement/buy-american</a> ). The following information must be recorded on a Buy American Non-Compliant Product List- Date, name of product, country of origin, reason (i.e. cost analysis seasonality, availability, substitution, distribution, other). Beginning July 1, 2025, non-domestic food purchases must not exceed 10 percent of a school food authority's total annual commercial food costs for the school year. A phased cap on non-domestic food purchases will be implemented as follows: · 10% cap starting in the 2025-2026 school year (effective July 1, 2025). · 8% cap starting in the 2028-2029 school year (effective July 1, 2028). · 5% cap starting in the 2031-2032 school year (effective July 1, 2031). States may grant temporary relief if schools are unable to meet the cap.						11/25/2024 8:53:59 PM	
11/25/2024	5296	431	Administrative Review	Collective Montessori School	FSD		
<b>Comments</b>							
						<b>Created By</b>	<b>Created Date</b>
Production Records: Collective Montessori receives daily production records/transport sheets from MCFI, along with their food delivery. During the week of review, breakfast production records indicated "100% assorted juice" was available daily. It was discussed with the FSD on-site that the production records should indicate the specific flavor of juice served to students each day. Continue to document any substitutions or additions to the menu on production records.						11/25/2024 8:49:10 PM	
11/25/2024	5295	404	Administrative Review	Collective Montessori School	FSD		
<b>Comments</b>							
						<b>Created By</b>	<b>Created Date</b>
Signage: In addition to the signage telling students how to build a reimbursable meal in the cafeteria, the daily breakfast and lunch menu should be posted near the beginning of the service line. This allows students to see the menu choices prior to going through the line. Although not required, schools may request free dry erase breakfast and lunch menu signage (12" x 17") from the DPI Farm to School team by filling out this order form ( <a href="https://widpi.co1.qualtrics.com/jfe/form/SV_aXL2qk11o2a8Xwa">https://widpi.co1.qualtrics.com/jfe/form/SV_aXL2qk11o2a8Xwa</a> ).						11/25/2024 8:47:04 PM	
11/25/2024	5308	323	Administrative Review	Collective Montessori School	FSD		
<b>Comments</b>							
						<b>Created By</b>	<b>Created Date</b>
When calculating the number of Approved Free students, take the total enrolled students multiplied times the CEP Free Claiming percentage, then round up. Do not use standard rounding for this because you cannot have a partial student.						12/2/2024 3:32:09 PM	
11/25/2024	5307	801	Administrative Review	ALL	FSD		
<b>Comments</b>							
						<b>Created By</b>	<b>Created Date</b>
The Public Release is required to be posted at three local grassroots organizations such as the library, post office, food pantry, thrift store or grocery store, unemployment office or any major employers contemplating large layoffs in the area (7 CFR 245.5(a)(2)).						12/2/2024 2:13:06 PM	
11/24/2024	5280	900	Administrative Review	ALL	FSD		
<b>Comments</b>							
						<b>Created By</b>	<b>Created Date</b>
On-site monitoring is only required when there are multiple sites operating the National School Lunch Program. Since this is a single site operation, on-site monitoring is not required.						11/24/2024 6:16:32 PM	